



## City of Austin - JOB DESCRIPTION



### Assistant Director, Libraries

<b>FLSA:</b>	Executives/2	<b>EEO Category:</b>	(10) Official/Adm
<b>Class Code:</b>	10730	<b>Salary Grade:</b>	E00
<b>Approved:</b>	May 07, 2001	<b>Last Revised:</b>	May 14, 2008

#### Purpose:

Under the direction of the Director, the Assistant Director of Libraries is accountable for the effective delivery of library services programs to the Austin Community. Provides leadership and management of the Public Service Divisions.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Defines and communicates strategic vision for delivering library services programs to the community and direct the effective delivery of these services.
2. Directs the day-to-day operations of the Library's public services programs.
3. Develops and implements programs to improve staff morale and resolve emerging employee issues.
4. Communicates regularly with staff to address concerns and share ideas for improvements with Director.
5. Ensures continuous innovative improvements to systems and services.
6. Serves as a member of the Executive Leadership Team that determines the overall goals and direction of the department.
7. Ensures compliance and adherence to the department's management philosophy and mission statement.
8. Ensures all activities are performed in compliance with departmental policy, local, state and federal regulations and laws governing activities.
9. Ensures development and establishment of policies and procedures and ensures adequate execution, compliance and updates.
10. Determines policies and defines scopes of services to be provided within legal requirements.
11. Identifies, evaluates and recommends programs, partnerships and services consistent with the strategic business plans of the department and the city.
12. Identifies and responds to community concerns and needs.
13. Monitors and evaluates the adequacy of the department's existing services and ensures the development of programs and services to respond to community needs.
14. Represents the department as an Executive Team Member on various boards, commissions, councils and task forces to the community.
15. Builds relationships with and represents the department to government, external agencies, regulatory bodies, the community and the public.
16. Delegates activities, responsibilities, and authority, as necessary and desirable, to division staff while retaining overall responsibility and accountability for performance. Ensures that responsibilities, authority, and accountability of all direct subordinates and unit supervisors are defined and understood.
17. Ensures equitable staffing levels at all public service locations.
18. Establishes and achieves financial goals and measures and monitors financial performance.

#### Responsibilities - Supervisor and/or Leadership Exercised:

- Manage public service divisions activities
- Perform supervisory duties, i.e., hiring, promoting, disciplinary actions, performance evaluations, etc.
- Resolve work-related problems for subordinates
- Recommend personnel actions, i.e., promotions, transfers, hires, fires, etc.
- Prioritizes projects and work activities
- Coordinate public service divisions' activities with other departments.

#### Knowledge, Skills, and Abilities:

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of library and information science principles and practices.
- Knowledge of leadership, management and supervision principles and practices.
- Knowledge of modern budgeting and personnel management practices.
- Skill and proficiency in establishing and maintaining open and honest communication with city and department staff and employees.
- Skill in providing direction for employees to ensure efficient customer service.
- Skill in the application of supervisory and management practices.
- Skill in the analysis and interpretation of library issues.
- Skill in training, mentoring and coaching staff.
- Skill and proficiency in the basic use of personal computers and productivity applications such as word processing, database management, and presentation of spreadsheet software.
- Skill in operations forecasting and strategy design and implementation.

Skill in projecting, long-range goals for facility usage and expenditures.  
Skill in establishing and maintaining effective working relationships with City officials, representatives of business and governments, City employees and the general public.  
Skill in public speaking.

**Minimum Qualifications:**

Masters degree in Library Science from an American Library Association (ALA) accredited university or college program.

Six (6) years of progressively responsible experience in the library field, at least four of which we in an upper management capacity.

**Licenses and Certifications Required:**

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.